

Transitions Checklist

Before Class

- ☐ I have a labelled box to organize/transport/store my resources
- ☐ I have allowed time for me to take out and organize the manipulatives before the lesson begins
- ☐ I have a clear written description of the steps I need to follow for each activity I am doing with the class
- ☐ I have established standard “getting attention” routines with the class (e.g., lights on/off, raising hands, if you can hear me clap your hands twice, counting 5-4-3-2-1)

During Class

- ☐ **Group size:** I have determine the size of student groups necessary for this activity
- ☐ **Forming groups:** I know how I will quickly divided up groups
- ☐ **Materials needed:** I have carefully organized materials for each group
- ☐ **Getting Class Attention:** I will get the FULL attention of the class before I start anything
- ☐ **Write Activity on Board:** Ahead of time, I have written the key steps for the activity on the board or have a visual representation – Don’t forget a title
- ☐ **Play Time:** I have allowed play time with the manipulatives (3-5 minutes)
- ☐ **Give Overview of Task:** I will go over what is to be done
- ☐ **Rules:** I will state up front what I don’t want to see done with manipulatives (if they pose a risk e.g., elastic bands, linking cubes forming guns)
- ☐ **Time Limits:** I have given a time limit for the class to get an activity done
- ☐ **Time Reminders:** I will give time reminders to keep the class on task
- ☐ **Circulate first 5 minutes:** I will quickly circulate during the first 5 minutes of any activity to make sure the students understand what needs to be done
- ☐ **Collection of materials/worksheets:** I have allowed time for collecting the materials (3-5 minutes)
- ☐ **Consolidation:** I have allowed time for consolidation (5 – 10 minutes)